

21 October 1974

NOTE FOR: ~~Mr. Blake~~ via Mr. McMahon

4 NOV 1974

SUBJECT : Agenda for AAG Meeting - 31 October 1974

I have item #1 for a rewrite to the DCI, and I am in the process of obtaining comments from various Offices on 5.a., b., c., d. These statements are being forwarded for your review as they are received.

Items #2., 3., and 4. have not been staffed out--a proposed name change, and two "think pieces" which the Administration Advisory Group wishes to discuss with you. You might wish to take a particularly close look at the "budget" proposal, which suggests that the AAG would go outside the Agency.

LJD

Atts

30 October 1974 Addendum:

Individual Office Reviews

Applicant Processing Procedures

~~Agency Classified Bulletin Board~~
Publication Promotions & PSI's.

Annual Report.

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Remarks: Re: DDA Advisory Group

Skip:

Attached are three copies of the Agenda for 31 October meeting with Mr. Flake and Mr. McMahon. Also, you will find two papers which the Group feels are think pieces to be used in our exchange with Mr. Flake.

Thanx,

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AGENDA FOR

31 October Meeting with Mr. Blake

Location: DDA Conference Room

Time : 1500-1700

7D17AG

Blake

1. Submission of AAG Annual Report.

Commit

2. Member Reactions to Proposal to Abolish Grades GS-06 and GS-08.

Blake

3. Reflections on "A Budget for the Advisory Group."

Commit

4. A Proposal for a New Name for the Group.

5. Status of Advisory Group Recommendations to the DDA.

McMahon

a. Orientation Program for Employees' Wives.

Back - PSAC

b. The Law and External Training.

STATINTL



c. Restroom Facilities for Visitors to North Cafeteria.

Back Old Chestnut Workshop on 21

d. "Did You Know:" Display for Official Bulletin Board.

Blake - Promotions different



Career-Capacity
e. ~~Individual Office Reviews~~
f. ~~Applicant Processing Procedures~~
g. ~~Publishing Promotions & OSI's~~
h. ~~Annual Report~~

STATINTL

Blake Office Seal - DOA as a result of

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MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Utilization of Budget for ADMAG

1. A question was put before the Administration Advisory Group by the DD/A concerning the Group's thoughts on how it would utilize a budget if such was made available. The comments reflected in this memo cover some thoughts considered at the recent retreat at [REDACTED]

STATINTL

2. It was the feeling of the members of the Group that at least part of our function is to serve as a resource to DDA Management, and perhaps in turn Agency Management, regarding significant issues which come under the purvey of the Administration Directorate. Issues which the Advisory Group has recently addressed include Career Development, Personnel Management Systems and Policy, and Computer Utilization in Management Systems. Many of these issues are of common concern to other organizations--industrial, governmental, and academic. Rather than approaching some of these problem areas or issues in a manner which indicates they are unique to the Agency, it would seem very beneficial to discuss with organizations outside the Agency how they have approached similar problems.

3. The members of the Group are representative of a broad range of skills, interests and abilities. We feel we could serve as a vehicle for making contact with these extra-Agency personnel by visiting organizations or inviting outsiders to address our group. Our interests would not be in obtaining theory or policy on approaches to various issues, but hard data on implementation of solutions.

4. The Members feel that the utilization of these outside resources would be an excellent input for the DDA, and a budget which supported this activity could prove to be an effective use of funds.

Administration Advisory Group

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MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Ramifications of Abolishing GS-06 and GS-08 Positions

1. At the request of the DD/A, the Advisory Group explored the ramifications of abolishing the GS-06 and GS-08 positions. This memo covers the Group's thoughts on the subject.

2. No consensus was reached by the Group on whether this should be implemented, because it was felt the implementation should be contingent on a number of factors. The assumption was made that the abolishment of GS-06 and 08 positions was being considered as a means of creating a better motivational environment. This being the case certain aspects of the move need to be considered. By abolishing these positions it must not lead to slower progression, in fact, it should lead to faster progression. For instance, if it now takes two years to progress from a GS-05 to a GS-07 position, under the new plan, it should take less than two years to achieve this same level. If this were not the case, the elimination of the GS-06 position would not provide for the interim promotion between GS-05 and GS-07. Implementation would also serve to bring the Agency into line with other Government agencies which do not utilize GS-06 and GS-08 positions thereby providing for more rapid advancement. Unless these points are satisfied the Group felt retaining the present 06 and 08 positions would provide the greater incentive by making available more promotion opportunities.

3. An alternative suggestion appeared to have a great deal of merit. Perhaps the 06 and 08 positions could be retained for "clerical" personnel and the GS-08 and GS-10 positions could be eliminated for professional personnel. This system would provide more promotion opportunities for clericals of whom the majority top out at GS-08 or GS-09 positions and provide more rapid advancement in the early stages of their careers.

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4. As mentioned previously, consensus was not reached in the group. However, one point was clearly expressed by all. A different system must not create more roadblocks to advancement which would result in greater employee dissatisfaction. The intent of a new system would have to be communicated to various career boards and supervisors in order to clearly lay out the reasons behind the change and the desired results. Equity in administration would be the basis for the success or failure of such a system.

Administration Advisory Group

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